

Adopted: September 2001, Revised: \_\_\_\_\_**Class Title: Library Support Services Administrator****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Provides direction and leadership to systems that support public library services and ensures that all systems are in alignment with the library's strategic goals for service. Provides direction and leadership for the development of personnel, automation systems, facilities management and technical processes.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Manages and develops staff by monitoring hiring and employee practices, advising supervisors about personnel action, and developing continuing education programs.
2	L	Supports public services by leading supporting teams to design systems and processes to strengthen and maintain support for those delivering public service.
3	L	Oversees operations and planning by responding to daily building needs, managing site improvements, maintaining security, interacting with service providers to ensure smooth daily operations, and manages and implements the strategic plan.
4	L	Performs promotional activities by serving as a visible member of library staff, promoting the public image of the library, and making presentations to organizations and community groups.

Adopted: September 2001 , Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline which is acquired in a Masters degree in Library Science from an ALA accredited university.
Experience	Five years of experience in library management..
Certifications and Other Requirements	State of Virginia Professional Librarian Certification; Valid Driver's License
Reading	Work requires the ability to read management reports, City management directives, professional library materials, journals, reports, memorandum, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write reports, grant proposals, library articles, business letters, memorandum, and general correspondence.
Managerial	Managerial responsibilities include providing direction and leadership for systems that support public library services, including personnel, collection development, and technical services.
Budget Responsibility	Assists the Director in designing and developing the library budget for final approval. Monitors budget expenditures and identifies and analyzes trends for decision making.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final recommendations on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work is widely varied, involving analyzing and evaluating many complex and significant variables. City-wide policies, procedures, or precedents are developed and/or recommended.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Copier, fax machine, filing, presentations, supervision, building maintenance observations and inspections
Sitting	F	Computer, desk work, answering telephone, meetings
Walking	F	Inter-office, to/from meetings, within building
Lifting	R	Office supplies, books, manuals, boxes, files
Carrying	O	Office supplies, books, manuals, boxes, files
Pushing/Pulling	R	Cart, audio visual equipment
Reaching	O	Items on shelves
Handling	O	Office supplies, books, manuals, boxes, files
Fine Dexterity	F	Computer keyboard, calculator, writing
Kneeling	R	Reach lower shelves, filing in cabinet drawer
Crouching	R	Reach lower shelves, filing in cabinet drawer
Crawling	N	
Bending	O	Reach lower shelves, filing in cabinet drawer
Twisting	R	Filing in cabinet drawer
Climbing	O	Stairs
Balancing	N	
Vision	C	Computer, desk work, reading, writing, supervision, building maintenance observations and inspections, presentations
Hearing	C	Telephone, co-workers, staff, supervisor, personnel from Human Resources, Facilities, Information Systems, Planning, Parks and Recreation, library trustees, directors, vendors, media, patrons, citizens, presentations, meetings
Talking	C	Telephone, co-workers, staff, supervisor, personnel from Human Resources, Facilities, Information Systems, Planning, Parks and Recreation, library trustees, directors, vendors, media, patrons, citizens, presentations, meetings
Foot Controls	N	
Other (specify)	N	

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Computer, laser or inkjet printer, copy machine, fax machine, telephone, calculator, Standard Microsoft Windows and Office software, NPL databases and others, Internet/Intranet

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	N	Dirt and Dust	N	Office Environment	X
Chemical Hazards	N	Extreme Temperatures	N	Warehouse	--
Electrical Hazards	N	Noise and Vibration	N	Shop	--
Fire Hazards	N	Fumes and Odors	N	Vehicle	--
Explosives	N	Wetness/Humidity	N	Outdoors	--
Communicable Diseases	N	Darkness or Poor Lighting	N	Other (see 2 below)	X
Physical Danger or Abuse	N				
Other (see 1 below)	N				

(1)

(2) Public Library

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)